Approved For Release 2001/08/08 : CIA-RDP74-00005R000200110013-7

RDB

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CLASSIFICATION

MEMORANDUM FOR THE RECORD

DATE 18 Aug 71

SUBJECT Use Rubber Stamp in place of Yellow Carbons

FILE NUMBER

Oscar:

You and I were talking about the courtesy copy sent out with Agency Memos. I would like to discontinue the practice. We can bring it up at the RMO Conference and the Records Board and push to get the practice stopped. Eventually we would include that instruction in the Correspondence Handbook.

Also I would like to abolish the use of the yellow and green file copies because they microfilm poorly. In fact all colored tissues should be discontinued.

I believe we can use only white carbon tissues and use a rubber stamp with FILE COPY or RECORD COPY. Eventually we can have that pre-printed lightly on the white tissue, being punched by Logistics.

Let's discuss this further.

OFFICE AND TITLE

SIGNATURE [redacted] STATINTL

FORM 7-62 1954

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

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